



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

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June 9, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ESTABLISH CAPITAL PROJECT AND APPROVE APPROPRIATION ADJUSTMENT
FOR THE EDWARD R. ROYBAL COMPREHENSIVE HEALTH CENTER
PHARMACY UPGRADE PROJECT (C.P. No. 86267)
(1st District) (3 Votes)**

JOINT RECOMMENDATIONS WITH THE CHIEF ADMINISTRATIVE OFFICER THAT YOUR BOARD:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Establish Capital Project No. 86267 for the Edward R. Roybal Comprehensive Health Center Pharmacy Upgrade Project to renovate the pharmacy space.
3. Approve the attached appropriation adjustment to transfer \$129,000 surplus funds from Capital Project No. 86266, La Puente Health Center Americans with Disabilities Act Upgrade, and \$155,000 from the Department of Health Services' Health Services Administration Services and Supplies Budget, to the Edward R. Roybal Comprehensive Health Center Pharmacy Upgrade Project Capital Project No. 86267.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

In approving the recommended actions, the Board is establishing the Edward R. Roybal Comprehensive Health Center (Roybal CHC) Pharmacy Upgrade Project. This project is needed to improve operational efficiency in dispensing medication, which will reduce patient waiting time to fill prescriptions.

Currently, the Roybal CHC pharmacy is filling nearly 7,000 prescriptions per week in space designed to handle a much smaller volume. The heavy workload is further exacerbated by a crowded and inefficient internal physical layout that results in congested workflow causing prolonged prescription fill times. There is also a major patient queuing problem outside the pharmacy due to a single intake and pickup window, and lack of workspace adjacent to the windows. Lastly, the existing pharmacy's ventilation and cooling system is not capable of maintaining the pharmacy space at a temperature safe for medications.

The project consists of renovating approximately 2,000 square feet of partially unoccupied space near the pharmacy. The remainder of the space is occupied by Patient Registration which must temporarily relocate to the ground floor at Roybal CHC. The renovated space will provide six transaction windows, a new automated pharmacy dispensing system which will improve workflow, reduce prescription fill time, and provide sufficient medication storage space. Installation of a new ventilation and cooling system exclusively for the pharmacy will also provide for a safer environment for medication storage. An automated prescription system and medication counting units have already been purchased by the Department of Health Services (DHS) for this project.

FISCAL IMPACT/FINANCING:

The total estimated cost for the pharmacy renovation is \$480,000, of which \$196,000 is currently budgeted under Capital Project No. 86267, Roybal Pharmacy Upgrade Project. The attached appropriation adjustment will transfer \$129,000 in surplus funds from Capital Project No. 86266 La Puente Health Center Americans with Disabilities Act Upgrade, and \$155,000 from DHS' Health Services Administration - Capital Projects Division's Fiscal Year 2004-05 Services and Supplies Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Attachment A is a project schedule and budget summary. The project design was completed by API Consultants, under contract with DHS. Renovation work will be completed by LAC+USC Healthcare Network Zone 6 Building Crafts personnel. The estimated completion date for the renovation will be approximately six months after permits are issued. DHS Capital Projects will coordinate project oversight between building crafts personnel and the facility to ensure completion on time and within budget.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goal of Service Excellence by promoting best practices for patient care and the Goal of Fiscal Responsibility by investing in the public infrastructure.

Consistency with DHS System Redesign

These actions meet DHS' strategic goals by improving health care provided by DHS and enhancing the health of the residents of Los Angeles County.

Attachment A provides additional information.

ENVIRONMENTAL DOCUMENTATION:

This project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, interior and exterior alterations of a building involving such things as interior partitions, exterior parapets, placement of walls, veneer facings and installation of false or drop ceilings, plumbing and electrical conveyances and heating and refrigeration systems are exempt.

CONTRACTING PROCESS:

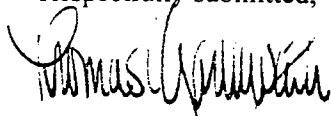
Renovation work will be completed using LAC+USC Healthcare Network Zone 6 Building Crafts personnel.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The Roybal pharmacy will continue operating in its present location during renovation.

Upon approval by the Board of Supervisors, the Executive Officer, Board of Supervisors is requested to return adopted copies of this letter to DHS and Chief Administrative Office, Capital Projects Division.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer



David E. Janssen
Chief Administrative Officer

TLG:DEJ:r

Attachments (2)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller

Roybal Pharmacy.wpd

ROYBAL PHARMACY RENOVATION PROJECT

SCHEDULE AND BUDGET SUMMARY

I. Proposed Planning Schedule

Project Activity	Scheduled Completion Date	Revised Completion Date	Date Completed
Preparation of drawings and specifications	05/20/05		
Plan check	06/13/05		
Building permits	07/05/05		
Pharmacy renovation to specifications	10/17/05		
Patient Registration relocation	12/10/05		

II. Project Budget Summary

Budget Category	Current Approved Budget	Impact of this Action	Revised Project Budget
Construction	\$379,000		
Modular furniture	\$42,000		
Patient Registration relocation	\$52,000		
Permits and fees	\$7,000		
TOTAL	\$480,000		

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.

DEPARTMENT OF

Health Services

June 3 ~~19~~ 2005

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

~~ACTION~~ 3 VoteSOURCES:La Puente HC ADA Upgrade
Fixed Assets-Buildings & Improvements
A01-CP-86266-6014 \$129,000HSA-Health Facilities Planning Services
Services and Supplies
A01-HS-20000-2000 \$155,000

TOTAL: \$284,000

USES:Roybal CHC Pharmacy Upgrade
Fixed Assets-Buildings & Improvements
A01-CP-86267-6014 \$284,000

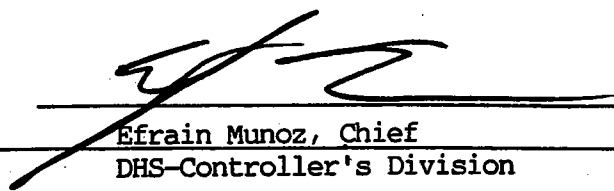
TOTAL: \$284,000

Justification:

This adjustment is necessary to reallocate existing funding of \$129,000 from Capital Project (C.P.#86266) La Puente Health Center's American with Disabilities Act Upgrade and \$155,000 from Department of Health Services' Services and Supplies Budget, which is appropriated at Health Facilities Planning Services under Health Services Administration, to the Edward R. Roybal Comprehensive Health Center Pharmacy Upgrade Project (C.P.#86267). This project is to renovate the pharmacy space to improve operational efficiency in dispensing system, which will reduce patient waiting time to fill prescriptions.

EM:fl
06/03/05

CHIEF ADMINISTRATIVE OFFICER'S REPORT


Efrain Munoz, Chief
DHS-Controller's Division
REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

June 8, 2005


DAVID E. JASSEN
CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER

BY

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

No. 367

JUNE 8 2005

BY

DEPUTY COUNTY CLERK